

# REMINDERS FOR YOUR WEDDING DAY (*handout at close of final meeting*)

## REHEARSALS AT WELLERS

- Your rehearsal is on Thursday from \_\_\_\_\_ pm to \_\_\_\_\_ pm
- **Wellers staff is not present and does not oversee rehearsals or ceremonies**
- Fill out the **Ceremony Worksheet** and **Ceremony Rehearsal Guidelines** provided in your Event Planner.
- Make copies of both for your rehearsal and give to everyone involved in your ceremony
- Bring copies of **photo shot list** so your family and wedding party know which photos they are in after ceremony

## HOSPITALITY HOUSE- 113 West McKay Saline, MI 48176

You have rented the \_\_\_\_\_ level from \_\_\_\_\_ pm to \_\_\_\_\_ pm

- The door will be unlocked for you
- **Lower Level:** Use lower back or front door. *It's easier to use rear gate entrance when bringing stuff in and out*
- **Upper Level:** : use outside stairs at back of house to enter.

**PARKING:** 4 parking spaces in back; Street parking in front of house

### HOSPITALITY HOUSE RULES:

- Do not move furniture. *There will be a fee to move furniture back if it requires heavy lifting.*
- No smoking inside house
- The house will be locked after your allotted time so everything must go with you when you leave
- No cooking inside or outside

## DAY OF SET UP YOUR BANQUET ROOM

- Your room is **open 3 hours prior to your Ceremony time**; tell you florist, baker and DJ for deliveries
- All photos must be only on the ceremony grounds you rented.

## CLOSING OF YOUR ROOM

- You have 45 minutes to 1 hour to remove all decorations after bar closing time
- Label boxes with items to remove and assign people to help you at the end of the night.
- Double check the envelope box before leaving.
- If you need to return cake parts make sure you get them at the end of the night.

## TELL YOUR VENDORS

- Flower arrangements may not be assembled at Wellers i.e. must be delivered ready to go on tables
- No cooler storage available for flowers, cakes or cupcakes
- Do not leave flowers in rooms overnight or favors that have food or candy in them
- Vendors may not drive on lawn for deliveries to ceremony site
- No equipment may be left overnight

## INCLEMENT CEREMONY & MOVING OUTDOOR CEREMONIES IN

### CARRIAGE HOUSE- WEST GROUNDS CEREMONY

- **Ceremony moved into gazebo:** (requires min of 4 hours notice prior to ceremony)
- We move round tables to accommodate 150 ceremony chairs
- If we set up chairs inside gazebo and you change again to outdoor ceremony you will be charged \$1.50 per chair;

### RAISIN RIVER ROOM EAST GROUNDS CEREMONY

- Ceremony moved inside room: Need four hour notice .
- We will set up two rows in front of stage for family. This will create your wedding aisle. All other guests sit at their tables . No refund of ceremony grounds if chairs are already set up.